

 <div style="text-align: center;"> <b>STATE OF ALASKA</b>  <b>DEPARTMENT OF TRANSPORTATION</b>  <b>AND PUBLIC FACILITIES</b> </div> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">08.02.030</div>	PAGE <div style="text-align: center;">1 of 1</div>
		EFFECTIVE DATE <div style="text-align: center;">May 13, 1994</div>	
SUBJECT <b>Voluntary Leave Without Pay While Retaining Accrued Leave</b>		SUPERSEDES	DATED
TITLE <b>Personnel Administration</b>	CHAPTER <b>Personnel</b>	APPROVED BY	

## PURPOSE

To establish guidelines for approval of voluntary leave without pay (LWOP) while retaining accrued leave.

## POLICY

Subject to the following conditions, Division Directors may approve voluntary LWOP in lieu of sick, annual, or personal leave on a scheduled intermittent basis or for a continuous period of time. In either case, the approved LWOP must be taken within a 12-month period.

Voluntary LWOP requests may be approved as part of a specific plan to avoid or reduce the possibility of layoffs which may be caused by a shortage of funds or a temporary decrease in workload even though the LWOP may result in an increased cost to the department in terms of an increased benefit cost per hour worked.

Voluntary LWOP requests may be approved for other reasons provided that the request serves the best interests of the department. Subject to existing delegation of authority, a wide latitude of management discretion is to be used in approving these requests and managing the work of the agency.

All voluntary LWOP requests must be submitted and approved in writing.

Salaried employees will be converted to hourly status for LWOP requests that result in reduced number of hours worked per week; benefits will be prorated accordingly. Health insurance coverage will be impacted depending on the work schedule. It is the employee's responsibility to consult with the Regional Personnel Officer to determine the exact impact to benefits and health insurance.

In no case is it appropriate to interrupt a continuous period of voluntary LWOP with the submission of accrued leave, donated leave, or time in work status, on the first of each month for health insurance continuation purposes.

## IMPLEMENTATION RESPONSIBILITY

Regional/System/Division Directors